

Alfred-Almond Elementary School
Parent-Student Handbook
Grades Pre-K – 6



September 2019

Dear Parents and Students:

Welcome to another year of learning at the Alfred-Almond Elementary School!

This handbook has been prepared as a reference for you throughout the school year regarding the procedures and routines that help our days run efficiently and effectively here in the elementary school. The Alfred-Almond website also contains useful information such as the parent portal, upcoming events, school calendar, sports schedules and teacher contact information.

Alfred-Almond Elementary School appreciates the sustained support provided so unselfishly by our parents, community members, and local businesses. We pledge to continue to work hard to make our academic programs even stronger to ensure our students are successful and prepared for the future. They deserve no less.

On behalf of the Alfred-Almond Elementary School staff, we look forward to working with you and your child in the upcoming school year. We hope you enjoy learning more about us as you visit our site. If you have questions, comments, or concerns, you may contact me directly at bdusinberre@aacssapps.com or 607-276-6525.

Sincerely,

Brett Dusinberre
Elementary Principal

PERSONNEL AND STAFF CONTACT INFORMATION

Superintendent:

Mrs. Tracy Preston.....276-6500

High School Principal:

Mrs. Susan Bain-Lucey276-6555

Elementary Principal:

Mr. Brett Dusinberre.....276-6525

Elementary Secretary:

Mrs. Heidi Putnam.....276-6525

CPSE /CSE Chairperson:

Mrs. Kate Palmer276-6517

School Counselors:

Mrs. Amy Decker & Mr. Matt McAneney.....276-6562

School Psychologist:

Ms. Casey Roche.....276-6527

Transportation Supervisor:

Mr. Bryan Burdick.....276-6565

Buildings and Grounds Supervisor:

Mr. Gene Snyder.....276-6566

School Lunch Manager:

Ms. Michelle Miller.....276-6550

School Nurse:

Mrs. Karleigh Ormsby.....276-6535

District Website:www.aacsapps.com

ELEMENTARY SCHOOL STAFF

Classroom Teachers

Pre-Kindergarten:	Mrs. Dunning
Kindergarten:	Mrs. Cady, Mrs. Donlon, Mrs. Dwyer
First Grade:	Mrs. Ahrens, Ms. Burdick, Mrs. Burlingame
Second Grade:	Mrs. Forshee, Mrs. Olix, Mrs. Woughter
Third Grade:	Mrs. Hoeffner, Mrs. Turner
Fourth Grade:	Mr. Mix, Mr. Weller
Fifth Grade:	Mrs. Kenney, Mr. Martuscello
Sixth Grade:	Mrs. Oriend, Mrs. Wall

AIS Teachers

AIS Math:	Mrs. Pfaff
AIS Reading:	Ms. Clark

Special Education Teachers

K/1 st grade:	Mrs. Palmiter
2 nd /3 rd grade:	Mrs. Hamsher
4 th /5 th grade:	Ms. Amico
5 th /6 th grade:	Mrs. Jackson

Teaching Assistants

As Assigned:	Mrs. Chamberlain
As Assigned:	Mrs. Barron
AIS Reading/Math:	Mrs. Olin

Special Area Teachers

Art :	Mrs. Mix
Vocal Music/Chorus:	Mr. Creegan, Mrs. Olix-Anderson (Grades 1, 2, 3, 4) & Ms. Karr (Grades K, 5, 6)
Instrumental:	Mrs. Olix-Anderson (Grade 4) & Mrs. Rowady (Grades 5, 6)
Physical Education:	Ms. Ball, Mr. Dwyer
Librarian/MPC:	Mrs. Parry
Speech Therapist:	Mr. Palmer

Teacher Aides:	Mrs. Burch, Mrs. Harris, Mrs. Getman, Mrs. Graziano, Mrs. Kernan, Mrs. Winters, Ms. VanNorman
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Cafeteria	Mrs. George
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Elementary School 2019-2020 ~ Important Dates

Five-Week Reports Issued	October 11
End of 1st Quarter	November 8
Report Cards Go Home	November 15
Five-Week Reports Issued	December 20
End of 2nd Quarter	January 24
Report Cards Go Home	January 31
Five-Week Reports Issued	February 28
End of 3rd Quarter	April 3
Report Cards Go Home	April 17
4th Quarter Report Cards Go Home	Last Day of School

Grades PK-6	Back to School Night (5:00-7:00)	September 3
Grades PK-6	Fall Parent/Teacher Conferences (11:50a.m. Student Dismissal)	November 7 & 8
Grades PK-6	Spring Parent/Teacher Conferences (11:50a.m. Student Dismissal)	March 12 & 13
Grades 3,4,5,6	NYS ELA Assessment	March 26-27
Grades 3,4,5,6	NYS Math Assessment	April 22-23
Incoming Kindergarten Students	Kindergarten Visitation/Parent Meeting (2:30)	May 6
Pre-K & Kindergarten	Kindergarten Registration & Screening	May 12-15
Grade 4	NYS Science Assessment - Performance	May 27-29 (TBA)
Grade 4	NYS Science Assessment -Written	June 1

MISSION STATEMENT

It is the overall mission of the Alfred-Almond Central School District to prepare each individual to live successfully in a world of rapid change, and to grow from dependence to independence. Development of self-discipline and readiness to accept responsibility for one's actions are essential characteristics of that growth.

Our school system will provide an equal opportunity for each Alfred-Almond student to be challenged to the fullest extent of his or her ability and to assure that all students will acquire the knowledge and skills necessary to enable them to become productive members of society.

This mission is best accomplished when school personnel maintain high expectations for all students, create a positive school climate, ensure a safe and orderly school environment, monitor student progress on a frequent basis, and promote effective home-school communication.

Positive Behavior Interventions and Supports

Positive Behavior Interventions and Supports (PBIS) is the tiered implementation of evidence-based prevention and intervention practices to support social, emotional, and behavioral competence of all students. PBIS is designed to teach students to behave in acceptable ways. Behavior is shaped through the use of positive reinforcement, student and teacher modeling, and specific lesson plans.

PBIS Mission Statement

In partnership with our staff, students, families, and community, the mission of the Alfred-Almond Positive Behavior Interventions and Supports (PBIS) team is to create a culture that engages and empowers all adults and children to demonstrate:

Safety

Ownership

Acceptance

Respect

GENERAL INFORMATION

Overview of Education Program

Our elementary staff enthusiastically embraces education and is committed to the growth of all children. They are dedicated to providing an engaging environment and to promoting a sound educational program for each child. The Elementary School houses children in grades Pre-Kindergarten – Sixth and contains average class sizes of 20 students. Students are instructed in English Language Arts, Mathematics, Social Studies, and Science and K-6 students participate in specials in the areas of Physical Education, Music, Art, and Library. Special instruction is also offered when necessary in Speech Therapy, AIS Reading, AIS Math and Special Education. Instrumental Music (gr. 4-6) and Chorus (gr. 3-6) are offered to those children who are interested.

Prekindergarten through third grade classrooms are self-contained, meaning that children stay with one classroom teacher all day, and are composed of children of differing levels of ability. Classrooms in grades 4-6 are composed of children of differing levels of ability as well; however these grade levels are departmentalized. This means that students rotate to a specific teacher for Math, Science, and Social Studies instruction at that grade level while English Language Arts instruction is delivered by all teachers to their homeroom students.

Unified Education

A continuum of Special Education services are available utilizing unified and collaborative educational approaches. The goal of this approach is to provide each student with instruction that sufficiently meets his/her needs and facilitates successful learning. This is accomplished by the shared responsibility and cooperation between the regular and special education teachers by altering and modifying instructional variables as needed. Special education students receive their instruction in the regular classroom as determined appropriate and may also receive instruction in a pullout environment if that mode of instruction is better suited to the student's needs.

Elementary School Website

To access specific information about the elementary school you may visit the district website at www.aacsapps.com and select Elementary School under the Schools tab.

Attendance

The impact of attendance upon instruction on a regular and continuing basis is an important element in an effective teaching/learning program. Each and every student should attend classes on a regular basis and be a participant in the classroom programs, activities, and discussions in order to benefit from presentations made by instructors. Because of the information being disseminated and because of the expectation of student participation, class attendance is important. Students' prolonged absences will result in loss of instruction; therefore, attendance is imperative. At such time as a student's lack of attendance is identified as a problem, every effort should be made to address the problem, utilizing the resources of the school and involving the student and his/her parents or guardians to discuss the attendance problem.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Superintendent of Schools.

b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping).

Taken from Board Policy #7110

Family Vacations

School Attendance is both a right and a responsibility. District policy determines that family vacations, which do not coincide with the school vacation calendar, are documented as unexcused absences.

To ensure that there is no interruption of the learning process and to comply with compulsory attendance regulations, unexcused absences are strongly discouraged.

The office must be notified in writing should you foresee a family vacation resulting in unexcused absence. Please feel free to discuss any extenuating circumstances with the Principal.

Emergency School Closing

In the event of severe weather or hazardous road conditions, school may be closed or the starting time delayed. School closings and delayed opening decisions will be made before 7:00 a.m., there will be an automated phone notification along with notification on the following radio and television stations:

WLEA 1480 AM
WKPQ 105.3 FM
WJQZ 103.5 FM

WLSV 790 AM
WCKR 92.1 FM
WKBW-TV (Buffalo)

WHHO 1320 AM
WZKZ 101.1 FM
WETM-TV (Elmira)

Emergency Drills

Fire and bus safety drills are held regularly in accordance with New York State laws and regulations. All children are required to participate.

Lost and Found

If a child loses or misplaces an item they should check the lost and found table located outside the Elementary Office. Leaving valuables at home is strongly recommended as the school will not assume responsibility for any losses.

Bicycles

Written permission must be given by parents for children to ride their bikes to school. Children are permitted to ride bicycles to school for the first time when they enter fourth grade. A bicycle rack is located on school grounds for this purpose. We recommend that children lock their bicycles to the rack. The school does not assume responsibility for lost or damaged bicycles.

POLICIES AND PROCEDURES

Arrival

The school day begins at 8:15 a.m. with morning announcements. It is important to the learning process that children arrive to school on time. Students will be considered tardy if they arrive after this time and will be required to sign in at the Elementary Office. Students who are driven to school may not arrive before 8:00 a.m. since adult supervision is not available. It is encouraged that parents dropping off or picking up their children use the upper elementary entrance loop to avoid congestion near the lined up busses.

Dismissal

Dismissal to board buses begins at 3:05 p.m. for grades PreK - 2 and 3:10 p.m. for grades 3-6. If you are picking up your child, please remain in the gym until classes are dismissed and meet your child there.

Change in Dismissal Routine for your Child

A parent/guardian must send a signed note to school informing the school of any changes in their child's classroom dismissal routine. The note must be given to the classroom teacher first thing in the morning. All notes must contain the student's first and last name, teacher's name, specific information regarding the request, and contact information for the parent/guardian. Without written communication, your child will be dismissed in the usual manner, unless special approval is given by the Principal for emergency situations.

Please do not take another child home unless the school has a signed note from the parent of that child. School personnel cannot release children to anyone other than a parent or a person designated by the parent. Verbal phone messages asking that a child be released to someone other than the parent will be accepted only in cases of an emergency and will require approval by the Principal.

Request to Leave School Early

A written excuse to have a child excused from school early should be sent with the child on the morning of the dismissal. The time and reason for leaving school should be included. The adult picking up the child should report to the Elementary Office to request the child's release. When possible, medical and dental appointments should be made outside of school hours so not to interrupt instruction. Please note that a student will not be released to an individual other than the parent/guardian, unless that individual has been designated in writing by the parent. Emails for this purpose are not accepted as official documentation.

Change of Residence, Telephone Number or Emergency Contact Information

It is essential that you help us maintain the most current information should your address, email, telephone number (home and/or work) or information for your emergency contacts change throughout the school year. Please notify the elementary office immediately at 276-6525 or in writing to report any changes.

Visitors

Parents and visitors are always welcome at school. We are, however, a secured entry facility so please use the Elementary Office entrance at the upper bus loop. To ensure a safe environment for our children, everyone is asked to sign in at the Elementary Office and obtain a Visitor's Pass. If you wish to visit your child's classroom, it is required that you make arrangements with the classroom teacher in advance.

Parent Volunteers

Parent volunteers play a vital role in our educational program and create an essential partnership between home and school. We encourage parents who are available to spend time in their child's class or another classroom. Some ways parent volunteers may serve our school include: reading with children, sharing a hobby or interest, organizing or copying materials, chaperoning field trips, or helping with special projects. If you wish to volunteer please submit an application for volunteers found on the bottom right side of the District website, contact the elementary office or your child's teacher for a form. Once your application is complete, please return it to the elementary office for approval by the elementary principal and superintendent.

CLASSROOM AND STUDENT INFORMATION

Student Placement

Placement within the system, with respect to building, teacher, and grade or special class, shall be at the discretion of the school administration and shall be subject to review and change at any time. In making such decisions, the administrator will be guided by performance in class, past records, parent/guardian and teacher recommendations, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration.

Parents and students will be informed of classroom placements for the following school year in early August. These placements are firm.

Contacting a Teacher during School Hours

To prevent disruptions during class instruction, only emergency messages will be delivered to a teacher during the school day. You are encouraged to leave a voice message or use the school email system so that the teacher may contact you at a non-instructional time.

Homework Policy

Homework falls into three major categories. It provides for completion of unaccomplished classroom work, additional practice and reinforcement of essential skills, and enrichment and extension of school experiences. We believe that children in the intermediate grades should develop responsibility for completing independent work during non-class time. Every child should have a clear understanding of the assignment which should be of a length that can reasonably be expected to be completed.

Make-up Work

If a child is absent from school, it is expected that he/she will make up important work which has been missed. Teachers will not be expected to provide work in advance for students that go on family vacations while school is in session as the district does not support students missing school for this reason. Work missed will be saved and provided to the student upon their return with the expectation that all missed work will be caught up within a reasonable period of time determined by the teacher. The school recognizes that make up work does not replace the instruction and activities that occur during class time.

Report Cards

The school is committed to keeping parents informed of the academic and social progress of their child. Report Cards, designed to give parents insight into their child's progress and performance, are sent home after each 10 week period for grades PreK - 6. Five-week progress reports are sent home for students in grades 4-6, five weeks before each report card is issued.

Individual parent-teacher conferences are scheduled during the months of November and March as needed. At that time parents receive a full report of their child's progress and strengths as well as any concerns to be addressed.

Field Trips

Field Trips are an important part of the educational program at Alfred-Almond and are planned carefully to add dimension and enrichment to curricula. A signed permission slip is required for each child for all trips. Children without signed slips will NOT be allowed to attend the trip and will be provided an alternative classroom setting. Students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents/Guardians will be notified prior to the trip if there is a concern. All students must ride district transportation to and from the field trip unless prior permission is granted by the building principal due to extenuating circumstances.

Chaperones

Parents or guardians wishing to be considered as a chaperone must be an approved volunteer of the District. See the District Website for the proper form.

Every effort will be made to honor requests of those wishing to serve as chaperones. Interest often exceeds availability; therefore the selection process will be at the discretion of the classroom teachers and principal.

General Qualifications:

- A chaperone must be a school employee, parent, grandparent, or guardian of a child in the class taking the trip
- A chaperone must be willing and physically able to participate in all activities

General Guideline for Chaperones:

Your role as a chaperone is an important one, and while enjoyable, requires that you accept certain responsibilities. Each chaperone will be responsible for a particular group of children. The chaperone must remain with that group at all times and follow the agenda provided by the teacher. Chaperones must ride the school bus to and from the location unless prior written approval is obtained. Chaperones must report any behavioral problems to the teacher immediately. Only parents, grandparents, or legal guardians may serve as chaperones. No other adults or children are allowed on field trips. Individual classroom teachers may have additional expectations that they will share with potential chaperones prior to a trip.

School Library

The elementary library is open each day. Students are encouraged to use the library for borrowing materials, reading periodicals and for researching assignments. Every student is entitled to all services and facilities that the library offers. These privileges are retained as long as a student is able and willing to regulate his/her own behavior in terms of common courtesy, social acceptability, and the rights of others. We are fortunate to have a well-stocked library housing hundreds of books, magazines and reference materials with many more being added each year. Great care and effort has gone into maintaining these materials. It is up to our students to take care of our library. We encourage children to borrow books and materials often and to be responsible for the materials they borrow by properly caring for them as well as returning them on time. If materials are lost or damaged, the student will be held accountable and expected to pay for the borrowed item.

Physical Education

All children in grades PK-6 are required to have sneakers for physical education class. Students in grades PK-4 do not change clothes for regular P.E. classes, except when swimming. To be properly prepared for swimming students in grades 2-6 are required to bring both their bathing suit and a towel when they are scheduled to swim. A swimming schedule will be provided to your child at the beginning of the year.

Students in grades 5 & 6 will be assigned a gym locker and provided a school lock. This lock must be returned at the end of the school year. Personal locks are not allowed. Students are required to be prepared with appropriate attire for all classes. Weekly laundering is encouraged. Clothing worn to school MAY NOT be worn for P.E. Students are expected to be properly prepared for P.E. class each day. Failure to do so may have a negative impact on their overall P.E. grade.

Students with physical education excuses should present their excuses to their teacher during homeroom period. Excuses will be promptly sent from there to the school nurse for interpretation and forwarded on to the physical education teacher. An excuse from class for two or more days must be accompanied with a doctor's note. Excuses from parents will be kept on file until the end of the following school year; excuses from a physician will be kept indefinitely and will become part of the student's cumulative health file.

HOME & SCHOOL COMMUNICATION

Problem-Solving Channels

When parents have a concern about a classroom situation involving their child, the teacher should be contacted first by calling the school and leaving a message or through school email. If a satisfactory resolution does not occur, the principal should be contacted for further discussion.

Concerns regarding bus problems should be directed first to the bus driver, then to the Transportation Supervisor and ultimately to the Elementary Principal, if the issue has not been resolved.

Parent/Guardians show interest in their children's school experiences when they:

- Discuss school events with their children
- Help children meet project deadlines by showing them how to budget their time wisely
- Offer assistance with homework if needed
- Talk about school successes and problems
- Attend scheduled Parent/Teacher conferences as well as Open House, concerts/programs, grade level events, etc.

Conflict Resolution

In the Elementary we want to help students solve their differences with other students by talking about them rather than fighting. If students are having difficulty solving a problem they can speak to their Teacher, Guidance Counselor, School Psychologist, Principal, or any other adult in the school they trust. All of these people can help children learn better ways of getting along with others. The School system shares the responsibility for accomplishing this mission with the family and community.

If you have a small problem you can:

Wait and cool off
Share and take turns
Talk it out
Walk away
Ignore it
Tell them to stop
Apologize
Make a deal
Go elsewhere to play

If you have a big problem:

Tell an adult you trust!

Student Rights and Responsibilities

1. I have a right to be safe at school, both in the classroom and outside.
I have a responsibility to help keep my school a safe place to be.
2. I have a right to be treated with respect by my classmates, peers, and adults.
I have a responsibility to treat my classmates, peers, and adults with respect.
3. I have a right to a clean school.
I have a responsibility to help keep the school clean.
4. I have a right to express my feelings and thoughts in my classroom in an appropriate manner.
I have a responsibility to respect the thoughts and feelings of others.
5. I have a right to know that my personal belongings will be safe and secure at school. I have a responsibility to respect the personal belongings of others so that they are safe and secure in school.
6. I have a right to privately share my problems and concerns with an adult at school and know the conversations will be kept in confidence from my peers.
I have a responsibility not to spread rumors or information that is hurtful to others.

Student Code of Conduct

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-discipline which will make you a better person.

In order to provide students of Alfred-Almond Central School with a quality education, reasonable standards of conduct and orderliness on the part of students must be maintained. Most students meet their responsibilities consistently and willingly, recognizing that school rules are necessary in order that they may obtain an education. When students do violate accepted standards of conduct, an approach that is fair and consistent for all students is used by teachers and the principal in dealing with violations.

Board Regulation & Material for Student Handbook Regarding Matters That Could Produce Disciplinary Action

A student shall be subject to disciplinary action in relation to the following:

- a) Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function. Alcoholic beverages shall mean and includes alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- b) The use, possession, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school-sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician, which is to be taken by the particular student at the time in question.
- c) Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- d) Verbal or physical intimidation.
- e) Fighting or causing physical harm to another.
- f) Disrespect toward a faculty member.
- g) Possession or use of a weapon, which constitutes a firearm or destructive device, on school premises. School premises includes school grounds, school buildings, or a school bus.

- h) Possession or use of knives or other weapons not included in section (g) on school premises. School premises includes school grounds, school buildings or a school bus.
- i) Failure to comply with the direction of a teacher, administrator or other school employee.
- j) Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.
- k) Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words, which may incite or offend another person.
- l) Selling, using or possessing obscene material.
- m) Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.
- n) Any willful act, which disrupts the normal operation of the school community.
- o) Possessing or using a cigarette, cigar or pipe, or using chewing or smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.
- p) Disrupting the educational process.
- q) Interfering with the teacher's authority over the classroom.
- r) Acting as a violent pupil.
- s) Vandalizes school property or the property of a student or staff member.
- t) Violates the civil rights of another student.
- u) Dressing in a manner that represents a safety hazard or is disruptive or interferes with the educational process.

The range of penalties, which may be imposed for the conduct set forth above, is as follows:

- 1) Verbal warning;
- 2) Written warning;
- 3) Written notification to parent;
- 4) Counseling;
- 5) Probation;
- 6) Reprimand;
- 7) Detention;
- 8) Suspension from transportation;
- 9) Suspension from athletic participation;
- 10) Suspension from social or extracurricular activities;
- 11) Suspension of other privileges;
- 12) Exclusion from a particular class;
- 13) Involuntary transfer; or
- 14) Suspension upon instruction.

When the student repeatedly is substantially disruptive of the educational process (p) or substantially interferes with the teacher's authority over the classroom (q) or is violent (r) the minimum period is suspension upon instruction for five school days as well as suspension from athletic participation and social or extracurricular activities for the period of suspension upon instruction. The suspending authority may reduce the period of suspension as specified in this paragraph for good cause shown, on a case-by-case basis, in a manner consistent with state or federal law.

Any suspension from attendance upon instruction for violation of any section may be imposed only in accordance with Education Law §3214(3).

The type and extent of punishment for violations of all sections except section (g) and beyond the minimum in relation to section (p), (q) and (r) shall be determined by the building principal or superintendent. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student.

In accordance with the Gun-Free School Law (20 U.S.C.A. §3351, the Gun-Free Schools Act of 1994 (20 U.S.C.A. §8921), New York State Education Law §3214 (3) and this Board policy, the punishment for violation of Section (g) shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the superintendent shall determine to modify such punishment. The superintendent's determine shall be on a case-by-case basis.

The term "firearm: as used in Section (g) is defined in 19 U.S.C.A. §921(3) and shall include any weapon including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler to firearm silencer; or any destructive device. Such term does not include an antique firearm. The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that "destructive device" shall not mean any device not designed or redesigned for use as a weapon.

The superintendent shall refer a pupil who has been determined to have violated section (g) as follows;

- a) If the pupil is under 16 years of age to the Family Court in accordance with the Family Court Act, Article 3.
- b) If the pupil is 16 years of age or older to the appropriate law enforcement agency.

The term "violent pupil" is defined as follows:

A violent pupil is an elementary or secondary student under 21 years of age who:

- 1) commits an act of violence upon a teacher, administrator or other school employee;
- 2) commits, while on school district property, an act of violence upon another student or any other person lawfully upon said property;
- 3) possesses, while on school district property, an act of violence upon another student or any other person lawfully upon said property;
- 4) displays, while on school district property, which appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
- 5) threatens while on school district property, to use any instrument that appears capable of causing physical injury or death;
- 6) knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school district property; or
- 7) knowingly and intentionally damages or destroys school district property.

The term "disruptive pupil" is defined as:

A disruptive pupil is an elementary or secondary student under 20 years of age who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

A teacher may remove a disruptive student from the classroom for a period not to exceed two class days in relation to (p) or (q).

School property or school premises means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the schools in the district or in or on a school bus.

A school function shall mean a school-sponsored extracurricular event or activity.

Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a) Being habitually truant and not attending school as required by part one of Article 65 of Article 65 of the Education Law.
- b) Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c) Knowingly and unlawfully possessing marijuana in violation of Penal Law 221.05. A single violation of 221-.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court.

- a) Any student under the age of 16 who is found to have brought a weapon to school, or
- b) Any student 14 or 15 years old who qualifies

Dignity For All Students Act

The District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

DASA Coordinator: Matt McAneney

HEALTH OFFICE

Excuses for Absences

A written excuse signed by a parent or guardian, must be presented by the student the day he or she returns to school following each absence or tardiness. If a student fails to present an excuse, the absence shall be recorded as unexcused in the attendance register.

If your child has been absent due to a contagious disease or condition, such as chicken pox or strep throat, you must report this to the School Nurse.

A doctor's note is required for any student who is to be excused from physical education or that may have physical limitations placed upon them. The note should state any limitations or restrictions for physical activities and the date or dates to which it applies. The student is also required to have a return to activity note from the doctor before he or she can participate.

Administering Medication in School

Any student who is required to take prescribed medication during regular school hours should comply with the following school regulations:

- Written orders from a physician should detail the name of the drug, dosage, time interval that medication is to be taken, and diagnosis or reason for medication to be given.
- Written permission must be provided by parent or guardian requesting that the school comply with physician's orders.
- Medication should be brought to school by the parent/guardian, appropriately labeled by the pharmacy or physician and must be given directly to the nurse.

- Non-prescription medication, such as, but not limited to: pain relievers, allergy medication, any type of ointment, cough drops and eye drops will all require a written order from a doctor to be dispensed or applied.

Clothing Loans

The school nurse has limited clothing and sneakers to lend students should the need arise. If you have any clothing and/or sneakers you would like to donate, please contact the health office.

FOOD SERVICE

Cafeteria Overview

Alfred-Almond Central School offers free, reduced, and full pay breakfast and lunch programs. Eligibility for free and reduced meals is based upon the economic needs of the family. Applications are distributed to determine eligibility each September and may be obtained through the Elementary Office throughout the school year.

All students have an ID Debit Card available in the cafeteria. This card will act as a debit account in which the money that your child brings in is deposited into their individual account and then debited when they purchase their meal or a la carte items.

You may pay by cash or check. If paying by check, please make checks payable to AACS School Lunch. Students can turn in their deposits on the first day of the week or at the high school cafeteria any morning. You can also write one check for multiple students. Simply include a deposit form for each student with the single check. Parents may also pay online through My School Bucks or by downloading the My School Bucks app.

Please be sure that your child has money for their meals each day. Charging of meals is highly discouraged.

Breakfast Program

The school breakfast program provides a healthy morning meal for students. When your child arrives to school in the morning, he/she should let their teacher know that they will be buying breakfast.

PreK - 6 Breakfast = \$1.30 per day

Lunch Program

The school lunch program provides a healthy afternoon meal for students.

PreK - 4 Lunch = \$2.10 per day

5 - 6 Lunch = \$2.30 per day

PreK - 4 Snack Milk = \$.65

Cafeteria Rules

Walk when entering and leaving the cafeteria

Use appropriate table manners

Keep hands, feet and objects to yourself

Use "indoor" voices

Stay seated unless excused

No soda for beverages

TRANSPORTATION

Bus Safety Rules

There is a great concern for safety on the school bus. We are asking for your support by discussing this with your child. Teachers and transportation personnel will review the rules of conduct to promote safety and respect for all passengers. Please review with your child the following guidelines for conduct on the bus:

- o Observe classroom conduct
- o Be courteous, do not use profane language
- o Do not eat or drink on the bus
- o Help to keep the bus clean
- o Cooperate with the driver
- o Do not smoke
- o Do not damage bus equipment
- o Stay in your assigned seat at all times
- o Keep head, hands, and feet inside the bus
- o Do not fight, push, or shove
- o Do not tamper with bus equipment
- o Do not bring pets on the bus
- o Do not bring flammable material on the bus
- o The bus driver is authorized to assign seats
- o All students must be at the assigned bus stops 5 minutes prior to the designated bus arrival time.
- o Have a safe trip!

Bus Conduct

While the school district provides transportation, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

The Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Students who become serious disciplinary problems on the bus may have their riding privileges suspended. In such cases, parents become responsible for safely transporting their children to and from school.

Arrivals and dismissals from school will be safe and orderly when children:

- Walk to and from their bus
- Stay on the school sidewalks
- Board the bus quietly and in line
- Remain seated until the bus is completely stopped
- Listen for directions from the driver
- Keep their hands and feet to themselves

Bus Passes

The Elementary Office receives notes indicating the need for bus changes for students on a regular basis. Although we realize that there are times when emergencies or extenuating circumstances may arise, many changes are related to after school playdates, community/organization meetings, and birthday parties. We are asking for your help by following the Board Policy below in order to ensure the safety of your children as they are being transported to or from school.

The Board of Education has determined that bus passes, which allow students to ride a different bus, will be granted under the following guidelines.

- A written request from the student's legal guardian will be necessary. The person to whom the student is going, the location of the person and the dates of the stay must be included in the request.
- The request must be submitted to the student's respective principal at least one week prior to the first date of the change being requested.
- Only requests for three or more consecutive nights will be honored.
- Requests will be granted dependent upon bus seating availability and at established bus stops only.

Your anticipated cooperation is very much appreciated. If you have any questions, please do not hesitate to contact the elementary office or the transportation supervisor.

**ALFRED-ALMOND ELEMENTARY
PARENT-STUDENT PLEDGE**

We have read this handbook that is intended to guide the combined efforts of home and school in the development of all children to their fullest extent. We are making a commitment to support the policies and procedures contained in this handbook and to promote the monthly character education traits with our child. We believe by making this commitment we will contribute to a successful learning environment and good home-school communication.